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EMS Education Program Policy & Procedure Manual & Signature Agreement

The New Jersey Department of Health, Office of Emergency Medical Services (OEMS) supports and ensures access to quality continuing education programs for Emergency Medical Services (EMS) professionals. Initial and ongoing education and training for the Emergency Medical Technician (EMT), Paramedic, Mobile Intensive Care Nurse (MICN), Air Crew Member Flight Nurses (ACM-RN) and Flight Paramedics (ACM-FP) are vital to protecting the health of our communities. In New Jersey, Emergency Medical Service providers are required to obtain education in accordance with N.J.A.C. 8:40A and N.J.A.C. 8:41A to maintain and continually develop their professional skills and competencies.

Goals

1. Promote the professional development of EMS professionals throughout New Jersey by ensuring access to quality educational programs.
2. Identify and respond to the initial and continuing education needs and interests of EMS providers.
3. Ensure that professional programs meet current planning, development, implementation, and evaluation criteria recognized by the New Jersey Department of Health, OEMS, for education.

Definitions

1. **Continuing Education Course** means an organized block of continuing education materials, consisting of objectives, outline, schedule, audio visual media, handouts, reference materials, text, evaluations, and instructor requirements complementing the National EMS Scope of Practice, the National EMS Core Content, and the National EMS Education Standards.
2. **Continuing Education Class** means a scheduled offering of an approved continuing education course offered at a particular time and location, with the required complement of resources for the class size.
3. **EMS Education Program** means instruction, delivered by qualified educators, focused on information relevant to the provision of EMS and used to qualify an individual for the issuance of an EMS credential by the Department. This includes EMT initial and continuing education programs.
4. **EMT Initial Education Course** means an educational program intended to prepare the student for an entry-level position in emergency medical services at the basic provider level. The course addresses human anatomy and physiology, pharmacology, and a wide variety of medical conditions as well as how to medically manage an individual, across all life spans, suffering from a medical or traumatic event. The course material is presented through lectures, skill labs, cognitive and psychomotor evaluation, self-study, and actual clinical observation.

5. **Learning Management System** means an internet-based website operated by the Department for the purposes of initial and continuing education, and management of Department issued credentials.
6. **EMT Refresher Course** means a Department recognized continuing education course that includes all didactic materials and a demonstration of a minimum cognitive and psychomotor skill competencies, as defined in the National EMS Scope of Practice, National EMS Core Content and the National EMS Education Standards. The current Refresher Program is comprised of Courses A, B, and C.
7. **Remediation** means the formal process by which anyone with a Department issued credential or any student experiencing difficulty achieving and demonstrating minimum cognitive, affective, and or psychomotor competency completes a plan of correction documented by the preceptor, clinical or didactic coordinator, program director, medical director and or OEMS in accordance with a program's policy, regulation and or agreement. All remediation is successfully completed prior to subsequent competency evaluation.

General Policy

The OEMS is responsible for maintaining standards in the provision of effective and high quality educational programs. Under the continuing education program, approved individuals or assignees are authorized by the OEMS to conduct an educational program when the program is planned, developed, implemented, and evaluated in accordance with this Manual, N.J.A.C. 8:40, N.J.A.C. 8:40A, N.J.A.C. 8:41, and/or N.J.A.C. 8:41A, N.J.S.A. 26:2H-1, et seq., N.J.S.A. 26:2K-7, et seq., or any other applicable law, current national education standards and scope practice; and the most current Emergency Cardiac Care guidelines of the American Heart Association. All mention of "educational programs" within this manual refers to educational programs developed and offered through either www.njems.us or www.nj.gov/health/ems/education/.

Approved assignees agree to comply with all policies including the following:

1. The assignee understands and agrees that any action taken under the administrative account is their full responsibility and the OEMS shall hold the assignee responsible.
2. The assignee understands and agrees that all student information is confidential and shall not be disclosed to any third party without the express written consent of the student.
3. The assignee understands and agrees that violation of any of the terms of this agreement, N.J.A.C. 8:40, N.J.A.C. 8:40A, N.J.A.C. 8:41, and/or N.J.A.C. 8:41A, N.J.S.A. 26:2H-1 et seq., N.J.S.A. 26:2K-7, et seq., or any other applicable law shall be cause for revocation of the administrative privileges and additional punitive action as provided for by governing statutes and/or administrative codes.
4. Approved assignees shall use www.njems.us/admbis as the primary mechanism for Initial EMT and Refresher EMT class applications, recording registration, attendance, and student completion for these educational programs.
5. Approved assignees shall use www.nj.gov/health/ems/education/ as the primary mechanism for all elective continuing education class applications.

6. Continuing education courses shall be developed in response to and with consideration of the unique educational needs of the target audience.
7. The content of each educational course shall be aligned with its purpose and educational objectives.
8. Educational strategies shall be aligned with the educational course objectives and content.
9. The method for evaluating the educational class shall be clearly defined in the assignee's policy and procedure manual and include the collection of participant input; and
10. Ongoing educational courses shall be revised based on evaluation data, participant data, and changes in healthcare delivery.
11. The assignee shall maintain records including, but not limited to: student sign in sheets, student sign out sheets, student cognitive examinations, student psychomotor skills verification, instructor sign in sheets, instructor sign out sheets, payroll records, instructor credentials, training fund forms, all examinations/evaluations, program outline and objectives for a minimum period of seven (7) years after the class completion date.
 - a. The assignee may maintain records in electronic form only if the records have been placed into PDF within 30 days of class completion.

The New Jersey Department of Health, Office of Emergency Medical Services may audit any educational course and or class offered by an assignee. Audits may include, but are not limited to on-site course and class evaluation and monitoring, interviews with students, review of past classes and or courses, instructor credentials, and any and all associated records or documentation.

General Procedure

All assignees shall use this manual to guide the planning, development, implementation, and evaluation of their educational courses and classes.

Policy: Become an Approved Assignee

Emergency Medical Services Education has been established to ensure the ongoing development of New Jersey EMS providers through the provision of quality education. Assignees shall become an approved Emergency Medical Services education provider by successfully completing the procedure outlined below.

Procedure: Become an Approved Assignee

1. To become an approved assignee, the applicant shall submit a signed agreement to OEMS. By signing the agreement, the applicant agrees to comply with the standards, policies, procedures and regulations of the Office of Emergency Medical Services initial and continuing education, as described in the manual and relevant state law and/or administrative codes.
2. The New Jersey Department of Health, OEMS shall review all applicant agreements. OEMS signature on the agreement shall denote approval of the applicant as an approved assignee.
 - a. OEMS shall mail a copy of the signed agreement to the assignee.

- b. OEMS shall maintain the original agreement on file.
- 3. Approved assignees shall use www.njems.us/admbls or www.nj.gov/health/ems/education/ to apply for and manage their administrative responsibilities under the program:
 - a. www.njems.us/admbls is for Initial and Refresher classes.
 - i. The assignee must be an EMT-Instructor to obtain refresher level access.
 - ii. The assignee must be an approved EMT Program Coordinator and EMT-Instructor to obtain Initial EMT class access.
 - b. www.nj.gov/health/ems/education/ is for elective continuing education classes.
 - i. The elective continuing education instructor must have documented expertise and appropriate instructor credentials for given area(s) of instruction.
- 4. OEMS shall monitor, evaluate, and audit approved assignee educational classes, courses, and records to ensure compliance with the agency's policies and procedures. Non-compliance shall result in loss of approval and shall be cause for revocation of the administrative privileges and additional punitive action as provided for by the governing statutes and/or administrative codes.

Policy & Procedure for Planning Education Activities

The approved assignee shall comply with the following procedures when planning educational courses and classes:

- 1. Record the names, credentials, and EMS ID# of all persons who participated in the educational course's planning process, including but not limited to subject matter experts and presenters.
- 2. Record the educational course's purpose and learning objectives.
 - a. All learning objectives shall be mapped (pages documented) to the current:
 - i. National EMS Education Standards;
 - ii. National EMS Core Competencies;
 - iii. National EMS Scope of Practice; and
 - b. All reference materials shall also be documented.
- 3. Record the educational strategies to be used in the educational course, including resources, materials, delivery methods, and participant feedback.
- 4. Record the participant's successful or unsuccessful completion.
- 5. Record the method used to evaluate the educational course and class, with supporting documentation.

6. Maintain all records in accordance with N.J.A.C. 8:40, N.J.A.C. 8:40A, N.J.A.C. 8:41, and/or N.J.A.C. 8:41A, N.J.S.A. 26:2H-1 et seq., N.J.S.A. 26:2K-7, et seq.
7. All requests for **CORE** continuing education classes (www.njems.us) shall be submitted electronically to OEMS for approval at least 30 days prior to the program's scheduled start date.
8. All requests for **INITIAL EMT** education classes (www.njems.us) shall be submitted electronically to OEMS for approval at least 90 days prior to the program's scheduled start date.
9. All requests for **ELECTIVE** continuing education classes (www.nj.gov/health/ems/education/) shall be submitted electronically to OEMS for approval at least 5 business days prior to the program's scheduled start date.
 - a. Elective continuing education credits shall be assigned:
 - i. 1.0 continuing education credit per hour of relevant and mapped lecture; and
 - ii. 0.5 continuing education credits per hour of relevant and mapped psychomotor skills.
 - b. All classes must be applied for individually, as a single event.
 - c. One class shall not be offered across multiple days unless the class is a multi-day event such as ICS 300.

Policy on Verification of Attendance

The assignee shall verify participant attendance and successful or unsuccessful completion of all educational classes offered. Participants shall be informed of the requirements for successful completion prior to the start of the educational class. All participants who successfully complete an educational class shall be provided with a written certificate of completion by the course assignee.

Procedure on Verification of Attendance

1. To verify attendance at an educational class, participants shall complete an attendance form at the beginning and end of the educational program. Attendance forms shall include, at a minimum:
 - a. Date, start and end times of the educational class;
 - b. Title of the educational program;
 - c. Participant name (printed legibly), signature, and EMS ID #;
 - d. OEMS approved education class number;
 - e. Location of educational class; and
 - f. Education program coordinator and/or presenter name (printed) and signature.
2. The approved assignee shall maintain accurate and complete records of attendance.

- a. Approved assignees for Initial EMT and Refresher programs (www.njems.us/admbls) shall update electronic registration and attendance records no later than 30 days after program completion.
- i. Initial EMT program coordinators must update the student's progression in www.njems.us/admbls immediately upon a student's status change. This includes changes from registered to in process, admin drop, unsuccessful, and successful completion.
 1. Utilize **Registered** only when the student has successfully completed the application process as per N.J.A.C. 8:40A and/or program policy to attend the listed class.
 2. Utilize **Incomplete** only when the student has:
 - a. Student successfully passed **ALL** cognitive examinations and/or quizzes to date,
 - b. Student successfully passed **ALL** psychomotor examinations and/or quizzes to date, but has
 - c. Student has not yet completed any other course and/or time requirements as per N.J.A.C. 8:40A and/or program policy.
 3. Utilize **Not Successfully Completed** when at least one of the following exist:
 - a. Student failed to achieve a passing score on the cognitive examination(s) and/or quizzes as per N.J.A.C. 8:40A and/or program policy, and/or
 - b. Student failed to achieve a passing score on the psychomotor examinations and/or skills as per N.J.A.C. 8:40A and/or program policy.
 4. Utilize **Admin Drop** only when the student has been removed from the program and/or class due to reasons unrelated to cognitive and/or psychomotor examinations and/or quizzes or any other course and/or time requirements as per N.J.A.C. 8:40A and/or program policy.
 5. Utilize **Successfully Completed** only when the student has:
 - a. Successfully passed **ALL** cognitive examinations and/or quizzes;
 - b. Successfully passed **ALL** psychomotor examinations and/or quizzes, and has
 - c. Successfully complete **ALL** other course and/or time requirements as per N.J.A.C. 8:40A and/or program policy.
3. Participants who have successfully completed an educational class shall be provided with a written certificate of completion. The certification of completion shall include:
 - a. The educational class name;
 - b. The date and time the educational class was conducted;

- c. The location (complete address) of the educational class;
 - d. The Instructor's full name printed and signed;
 - e. The student's name and EMS ID#;
 - f. The number of elective or core continuing education credits; and
 - g. The New Jersey OEMS class approval number.
4. Failure to comply with these requirements or make reasonable effort to correct any inaccurate attendance records may jeopardize an approved assignees approval status.

Policy for Record Keeping

The approved assignee is responsible for ensuring accurate and complete record keeping for all educational courses and classes.

Records for educational courses and classes shall be maintained electronically, or in hard copy by the assignee, for a minimum of seven (7) years. All approved assignees shall develop a written policy for record storage management. This internal policy shall be supplied to OEMS upon request. Records shall be processed and stored in a manner that ensures participant confidentiality and in accordance with organizational policy or applicable state or federal laws.

All educational course and class records are subject to review, evaluation, and audit by OEMS.

Procedures for Record Keeping

1. The approved assignee shall maintain files for all educational courses being planned or developed.
2. The approved assignee shall maintain distinct files containing the complete record for each educational course and class conducted. Records for educational courses and classes shall be maintained for a minimum of seven (7) years after the completion date of the educational class.
3. For each educational course and class, records shall include all of the following information:
 - a. Educational program title;
 - b. Number of continuing education credits;
 - c. New Jersey OEMS approved class number;
 - d. Name/title/expertise (CV or resume) of persons responsible for planning the educational course;
 - e. Name/title/expertise (CV or resume) of speaker(s) and/or subject matter expert(s);
 - f. Description of target audience;
 - g. Location(s), date(s), NJ class approval #, start and end times of each educational class;

- h. Purpose/Goals of the educational course;
- i. Objectives and content of the educational course with mapping documented, as outlined in the policy and procedure for planning education activities described herein;
- j. Educational strategies, including resources, handout materials, delivery methods, and participant feedback;
- k. Process to verify successful or unsuccessful participant completion of the educational class and how participants were informed of these requirements, including participant attendance form(s) (sign in and sign out sheets);
- l. Completed skill verification/competency forms;
- m. Remediation documentation;
- n. Copy of evaluation tool(s), completed evaluation(s), and a summative evaluation report; and
- o. Copy of any required remediation actions and outcomes.

Policy on Monitoring and Evaluation

To ensure that approved assignees comply with the policies and procedures of this course and class, OEMS reserves the right to monitor, evaluate, and periodically audit approved assignees educational course, class, and related records.

- 1. The Office of Emergency Medical Services monitoring, and evaluation of approved assignees shall be ongoing and consistent with the procedures outlined below.
- 2. The Office of Emergency Medical Services may conduct random audits of all the approved assignees' courses and classes, including but not limited to: the educational course developmental process, implemented educational courses and classes, and all related records.
- 3. Failure to comply with the program's policies and procedures may jeopardize the assignees approval status.

Procedures for Monitoring and Evaluation

The Office of Emergency Medical Services may monitor, evaluate, and audit approved assignees according to the following procedures:

- 1. The Office of Emergency Medical Services may at any time, with or without advance notice, conduct an on-site review of an educational course and class on the day(s) that the educational course and class is conducted. The approved assignee shall provide OEMS with access to the educational course and class as it is being conducted for the purpose of reviewing content and delivery, on-site procedures, and records. OEMS will provide the approved assignee with a written summary of their findings within 4-6 weeks. The approved assignee:
 - a. Shall have an opportunity to review the written summary,

- b. Shall develop a written response to the summary (if applicable), including but not limited to a time bound plan of correction for submission to OEMS within 30 calendar days of the receipt of the summary,
 - i. OEMS shall notify the approved assignee of either the acceptance or rejection of the plan of correction.
- c. The approved assignee shall implement all corrective actions within the agreed upon timelines.



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**NEW JERSEY DEPARTMENT OF HEALTH OFFICE OF EMERGENCY
MEDICAL SERVICES ELECTIVE CONTINUING EDUCATION SIGNATURE AGREEMENT**

This agreement is hereby made on the date below between the New Jersey Department of Health, Office of Emergency Medical Services (OEMS), hereinafter referred to as the Assignor, and the individual named below, hereinafter referred to as the Assignee. The Assignor and the Assignee are hereinafter referred to collectively as the parties.

Whereas, the OEMS has adopted the Learning Management Systems (LMS) computer-based system for managing various functions essential to maintaining a high-quality Emergency Medical Services education system, including, but not limited to, managing student education information, processing applications for course and class approval, and class monitoring.

Whereas, the OEMS wishes to assign, and the Assignee wishes to receive, a unique Administrator signature code that will permit the Assignee to electronically submit and approve courses and classes for continuing education credit. The parties to this agreement hereby agree as follows.

Responsibilities of Assignor:

1. The Assignor hereby assigns to the recipient: _____
(code), which shall be the Assignee's electronic signature for purposes of using the LMS to register elective continuing education classes.
2. The Assignor hereby assigns to the recipient: _____
(code), which shall be the Assignee's electronic signature for purposes of using the LMS to register for initial and/or refresher education classes.
3. The Assignor shall accept the electronic signature of the Assignee the same as an actual written signature of the Assignee.
4. The Assignor will post all New Jersey Office of Emergency Medical Services approved continuing education programs at:
 - a. www.njems.us for Initial EMT and Refresher Programs; and
 - b. www.nj.gov/health/ems/education/ for elective continuing education programs.
5. The Assignor shall revoke the electronic signature herein granted in the event the Assignee fails to comply with the requirements set forth in this agreement, at N.J.A.C. 8:40, N.J.A.C. 8:40A, N.J.A.C. 8:41, and/or N.J.A.C. 8:41A, N.J.S.A. 26:2H-1, et seq., N.J.S.A. 26:2K-7, et seq., or any other applicable law.

Responsibilities of the Assignee:

1. The Assignee accepts full responsibility for the use of the electronic signature herein granted. The Assignee understands that the electronic signature code is non-delegable and agrees NOT to disclose the code to any third party.
2. The Assignee understands and agrees that the OEMS shall accept any action taken under the Assignee's electronic signature as the action of the Assignee.
3. The Assignee understands and agrees to comply with all responsibilities, policies, and procedures outlined in the manual/agreement.
4. The Assignee understands and agrees he/she shall use www.njems.us/admbls as the primary mechanism for Initial and Refresher EMT program applications, registrations, attendance, and student completion status for these educational courses and classes.
 - a. The Assignee understands that the use of www.njems.us/admbls is only assigned to individuals who hold an EMT-Instructor certification.
5. The Assignee understands and agrees he/she shall use www.nj.gov/health/ems/education/ as the primary mechanism for all elective EMT continuing education class applications.
6. The Assignee understands and agrees to maintain all class records for a minimum of seven (7) years after the completion date of the class.
7. The Assignee understands and agrees that no educational program shall exceed eight (8) hours of education over a 24-hour period.
8. The Assignee understands and agrees that all ongoing educational programs shall be revised based upon evaluation data, participant data, and changed in healthcare delivery.
9. The Assignee understands and agrees that all student information is confidential, and the Assignee further agrees not to disclose student information to any third party without express written consent of the student. The Assignee understands and agrees to abide by the Family Educational Rights and Privacy Act (FERPA).
10. The Assignee understands and agrees that violation of the terms of this electronic signature agreement shall be cause for revocation of the electronic signature code and additional punitive action as provided for by administrative rule and/or law.
11. The Assignee understands and agrees that a certificate shall be provided to all students successfully completing the approved education program.
12. The Assignee understands and agrees that all information required on the Class Approval Application shall be submitted according to the Education Program Manual timelines.

IN WITNESS THEREOF, the parties hereto have caused the agreement to be executed by the affixing of their signatures below:

Assignee (Print Name)	Assignee (Signature)	Date
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Assignee Email Address	Assignee EMS ID #
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Assignee Address	City	State	Zip Code
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FOR OFFICIAL USE ONLY

Assignor (Print Name)	Assignor (Signature)	Date
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